

4/8/2008

CDSP LAB POLICY

Use of shared facilities requires courtesy and common sense. The intent of having a CDSP lab policy is to ensure convenient and friendly working environment for using the CDSP resources, such that there is no disharmony between the CDSP Lab members. Only the CDSP Lab members are authorized to use the resources of the CDSP Lab. The list of authorized CDSP lab members is available at www.cdsp.neu/students.html. If you notice any violations to these policies please inform Joan Pratt (jpratt@ece.neu.edu).

USING THE CDSP RESOURCES. If you have a **valid** big print job (large print jobs such as books are not allowed) before sending it to the printer please inform the CDSP mailing list warning about it. This will give everyone a window of reasonable time to respond or to print anything small they want and then you can launch the job. Before sending your job to the printer you will be responsible to (a) load enough paper in the printer (b) keep an eye on the printer in case there is a jam and (c) pick up the printer job and then reload more paper if necessary.

All large printing jobs should be done late at night when printers are not in high demand except in the case of an absolute emergency situation.

HELP TO KEEP THE LAB CLEAN. This includes printer jobs, food, trash and help to keep the area around your desk neat and organized. Please make use of the paper recycling bin.

ENTRANCE CODES. I would discourage you from bringing friends into the lab. If you bring friends into the lab you must monitor their actions. They are not allowed to use the workstations or PC. Also, NEVER share your entrance code. It is in everyone's best interest to have a safe and secure working environment.

CDSP students that require the use of resources in the CDSP lab will be assigned a door code to that lab. With this assignment they should be aware that it is their responsibility to use the code with caution and to ensure safety of the equipment and everyone in the lab they are entering. Codes, as mentioned before, should not be shared with anyone else.

Important Guidelines from ECE:

*Do not unplug your Red Hat Linux machines from the network for laptop use or any other reason. The department pays a hefty price for a site license for Red Hat to ensure that machines are kept up to date with all security patches and updates. These updates must happen. If a machine is not connected it not only loses its ability to get patches, it also causes other problems. Some problems with NFS or file sharing also occur. This causes repeated error messages on the file servers, which in turn causes the file servers to run not at optimal function ability. Leave the machines plugged in at all times!

*The ECE INFO Intranet web pages at <http://info.ece.neu.edu/> and Frequently Asked Questions about the ECE Computing Network at <http://info.ece.neu.edu/ece/faq/index.html>

*Printer supplies:

ECE will supply the paper and toner for the black & white printer. Please contact help@ece.neu.edu if your supply is low.

CDSP will supply the color toner. Please contact jpratt@ece.neu.edu if your supply is low.